

Filing Date: _____

Filing Fee: \$200.

MAJOR CHANGE
APPEALS APPLICATION

TO: ZONING BOARD OF APPEALS
CITY HALL
QUINCY, ILLINOIS

On _____, 200 , the undersigned applied to the Building Inspector of
the city of Quincy for a permit to _____

on property known as _____

Legally described as: _____

P.I.N. _____ (A copy of the deed must accompany this petition)

This permit was refused by the Building Inspector because _____

I (we) hereby appeal this case to the Zoning Board of Appeals and ask that a variance be
granted to allow _____

(Additional grounds can be given on the back of this application)

(Signed)

Hearing date: _____

Address (if different then above)

Phone

**Attached herewith is a list of items that must accompany this petition. Failure to comply
with this request will result in the hearing to be tabled until items are present.**

(To be completed by the Board Chairman)

Members present: _____

Action taken: _____

Below is a list of items that must accompany the petition.

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1. A copy of the deed.

2. The Appeals application shall be accompanied by ten (10) copies of a plat, drawn or pictured to an accurate scale, showing all pertinent information which shall include, at a minimum, the existing zoning and actual use of the property involved and adjoining and adjacent properties as well as the general area immediately affected by the variance. The sketch must include the dimensions of the yard, the existing house, garage, fence, etc and the proposed improvement shown. Neighboring properties that are affected must also be shown. See attached sample sketch.

3. The applicant shall not less than 15 days before the date of the public hearing, serve written notice, either in person or by registered or certified mail, return receipt requested, on at least one owner of each property within 250 feet in each direction of the lot line of the subject property, unless waived by the Board of Appeals or City Council. Ownership may be based solely on the tax records of Adams County. The number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the 250 foot requirement; provided further that in no event shall this requirement exceed 400 feet, including public streets, alleys and other public ways. The notice shall contain the date and location of the public hearing, the address or location of the subject property for which the appeal is requested, a brief statement of the nature of the appeal is being requested and shall stating the particular section or sections of the Municipal Code of the City of Quincy that apply to the case and shall state that every person in attendance at the hearing shall have an opportunity to be heard. Proof of giving notice hereof by an Affidavit of Notice Served shall be filed with the secretary of the Board of Appeals. Failure to comply with the provisions of this section shall not invalidate any appeal decision. Note: The above information may be obtained off the Adams County web page under Online Maps (www.co.adams.il.us)

AFFIDAVIT OF NOTICE SERVED

I, _____, do hereby certify that written notice has been given to the following persons relative to the application for a variance (s) on the property known as _____

address

(Copy of the written notice is attached herewith)

Name of person served with notice	Address	Date and How served

If additional space is needed, please attach a separate sheet)

Subscribed and sworn by me this _____ day of _____ 200 .

Name _____

Address

Phone

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MINOR CHANGE
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Below is a list of items that must accompany the petition.

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1. A copy of the deed.
2. The sketch must include the dimensions of the yard, the existing house, garage, fence, etc and the proposed improvement shown. Neighboring properties that are affected must also be shown.
3. Any other pertinent information relevant to this project.
4. Signatures of the adjoining property owner(s) who would be most affected by the variance.

* * * * *

I, We the undersigned property owner(s) do not object to the foregoing variance request.

Name

Address
